

How to Respond to an RFQ

Juanita Blassingame
Director, Systems Furniture
GSA National Furniture Center

NFC Schedules

- 36 Office Equipment
- 71-I Office Furniture
- 71-II Household Furniture
- 71-II-H Packaged Furniture
- 71-II-K Comprehensive Furniture Mgmt Services
- 71-III Specialty Furniture
- 71-III-E Security Furniture
- 72-I-A Floor Coverings
- 72-II Furnishings
- 58-I Professional Communications and Security Solutions
- 78 Sports, Promotional, Outdoor, Recreation, Trophies & Signs

Office Furniture Includes

- Furniture Systems and Workstations Clusters
- Executive Furniture Single Item Accent & Specialty Pieces
- Tables and Accessories
- System Type Tables and Accessories
- Acoustical Partitions, Demountable Walls and Accessories
- Vertical Surface Attachment Panels and Accessories
- Acoustical Wall Treatments
- Upholstered Seating
- Multiple and Multipurpose Seating
- Stacking Chairs and Dollies or Trucks Designed to Support Stacking Chairs
- Worksurfaces, Workstations, computer Furniture and Accessories
- Display and Communication Boards, Wall Stations and Accessories
- Filing and Storage Cabinets, Shelves, Mobile Carts, Dollies, Racks and Accessories
- Blueprint Filing Cabinets
- Card and Form Files
- High Density, Movable Filing Systems and Accessories
- Executive Conference Room Furniture, Coordinated Tables, Case Pieces and Accessories
- Remanufactured Furniture
- Reconfiguration and Relocation Services
- Design/Layout Services
- Rental Furniture

Authorized Bidders

- **Only Current GSA Contract holders for the SIN's specified in the RFQ are authorized to submit a proposal.**

Methods Of Issuing RFQ's

- RFQ's are issued either through e-buy (our electronic buying systems) or hard copy
- RFQ's issued thru e-buy can be responded to electronically or through e-buy unless directed otherwise in the RFQ

Read and Complete the RFQ

- * RFQ will be the successful vendor's task order agreement with GSA
- * Contact the POC identified in the RFQ for questions concerning the RFQ requirements including products, terms and conditions.
- * Identify products within your GSA contract that are requested in the RFQ
- * Read and Understand all requirements
- * All documents must be signed by personnel authorized to bind the company into a contract
- * Submit original and requested number of copies

The RFQ

- **Standard Form 18 (page 1)**
 - **Block 11: List Price, Discounts Offered and Net Price**
 - **Block 13: Bidder's Name and Address**
 - **Block 14: Signature of Authorized to Sign**
 - **Block 15: Date Signed**
 - **Block 16: Name and Title of Signer, Phone #**

The RFQ

➤ List of Items: (page 4)

- Compare products required by the RFQ with products awarded under your GSA/MAS contract
- Provide all pricing information requested in the RFQ
- For items within a group provide list price, contract discounts, project discount, net price and extended net for each item
- For the total sub group provide extended list price, blended discount if items that fall within the sub group have different discounts and total extended price for the sub group

The RFQ

➤ Design and Layout (page 5)

Provide the number of hours and hourly rate for design & layout. The hourly rate cannot exceed the rate for your GSA/MAS contract.

➤ Installation Services

Installation pricing may vary based on the time of day and date the installation is performed:

- **Standard hours of operation, pricing and number of hours**
- **Evening hours of operation, pricing and number of hours**

The RFQ

➤ Installation Services (page 6)

- Overtime
- Weekend
- Storage

The RFQ

- **Building Particulars (page 9)**
- **Information provided by the customer to assist in develop installation pricing**

The RFQ

- **Project Administration (page 10)**
 - **Identify the Project Manager**

The RFQ

➤ Evaluation Method (page 13)

- Best Value

Most projects will be evaluated based on best value.

Best value evaluations consider:

Technical merits

Past performance

Price

- Technical Accepted/Low Price

Some projects are evaluated on meeting the technical requirements only. In those cases award is made to the vendor that meets the technical requirements and offers the lowest price.

The RFQ

➤ Design Particulars

- Cad System
- Customer (project mgr) to approve all layouts
- Final BOM, workstation drawings w/part numbers, install drawings and instructions will be provided to the customer for their inventory needs.
- Any design services provided outside of the project scope without prior approval from the Contracting Officer will be at the contractors risk.

The RFQ

- **Technical Requirements (page 16-17)**
 - **Offers will be evaluated based upon the quality of information**
 - **Products must meet the technical requirement of the RFQ**

The RFQ

➤ Workstation Typicals (page 19)

- Used to evaluate the bidder's ability to fulfill the project requirements with the awarded product lines
- Bidder should submit illustrations in plan review and evaluation with a listing of all components to demonstrate a solution using awarded product lines

➤ Floor Plans (page 20)

- Provided for information purpose only. Should not be used for bidding purpose.

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➤ Project/Service References (page 21)

Synopsis of experience for:

Project Managers
Interior Designer/Space Planner
Installation Company

References (3 minimum) for projects similar in size and complexity in relevance to the RFQ:

Project Managers
Interior Designer/Space Planner
Installation Company

The RFQ

- **Reference Questions (pages 22-23)**
 - **The feedback from the customer provided by the vendor, will be used as a factor in determining who will offer the best value to the Government.**

The RFQ

QUESTIONS?